I) **Basic Information of the organization:**

1. Name of the Organisation:

2. Full Address: Registered Office:
   - Head Office / Address for Communication:
   - Tel No:
   - Key Person’s Name:
   - Mobile:
   - Email:
   - Website:

3. Status: (Non Government Organisation / Cooperative Society/ Welfare Society/ Community Based Organisation / Resident's Welfare Association/ Community Development Society/ Academic Institution/ Research Institution/ Hospital or Health Centre / Local or Youth Club/ Trader's Association/ Consultancy Firm/ Others)

4. Registration No. Date, Place of Reg. Office:

5. Key persons of the organization:
   - Name:
   - Position:
   - Project Key Person:
   - MobileNos.:

6. Organization Mission, Vision and Objectives:*
7. Organizational Infrastructure [Staff strength (Name, Experience & Qualification), Infrastructure Facilities (Name, Brand, Cost etc.)]:*

8. Details of Major Projects in the Past 3 years: (Separately for each project). (Indicate a) project activities b) beneficiaries c) location d) start/end dates e) current status f) total funds employed/to be employed g) funding agency and h) significant achievements)*

9. Annual grants receipts and grant expenditure for the last 3 years as per audited financial statements:

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Gross Receipts (Rs.)</th>
<th>Total Gross Expenditure (Rs.)</th>
<th>Project Related Expenses (Rs.)</th>
<th>Administrative Expenses (Rs.)</th>
<th>Total (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 [2011-'12]</td>
<td></td>
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<tr>
<td>Year 2 [2010-'11]</td>
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<tr>
<td>Year 3 [2009-'10]</td>
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</table>

10. Whether registered u/s 12A of the Income Tax Act, 1961: Yes / No. If yes, please give details:

11. Details of any other Registration / Exemptions: (80G, FCRA etc.)

12. Bank Branch & Account Number of the organization:
Whether accounts are duly audited by a Chartered Accountant:
Yes/ No. , If yes, provide name and address of Auditor:
13. Two references with telephone nos. (must be notable persons who know the applicant professionally for at least 3 years):

14. Experience in the area of SGSY programme: *
   a. Block, GP, No. of SHG promoted, No of SHG 1st / 2nd Graded Credit Linked, Income Generated, etc.
   b. Training Imparted: Block, GP, Name of the Training, No of Trainees, Venue, outcome etc.
   c. Others Special Activities if assigned.

15. Brief write up on the working of NGOs which should include:
   a. Experience related to SHGs:
   b. Villages and families covered:
   c. District, Block, Village Programme / Activitie, No of backward village, No of families

16. Social sector activities undertaken:* 

17. Govt. sponsored poverty alleviation programme:* 

18. Details of promotional support provided by the NGO under different schemes / programmes.*
19. Proposed chain of command (ground level, intermediate level and top level)*

20. List of Governing Body member, address, qualification & experience.*

21. Experience of the CEO / Secretary (Qualification & Experience)*

22. Physical infrastructure available with NGO *

23. Resources available and source there of. *

24. NABARD SHPI: Yes / Not (If yes please indicate Block & District with supporting documents)

25. Any other information related to the organization that you consider important:*  

*Insert separate sheet if required.
II) **Enclosure to be submitted:**

<table>
<thead>
<tr>
<th></th>
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<th>Page No</th>
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</thead>
<tbody>
<tr>
<td>i)</td>
<td>Registration Certificate</td>
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<tr>
<td>ii)</td>
<td>Memorandum of organisation</td>
<td></td>
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<tr>
<td>iii)</td>
<td>Last three Years detailed Audit Report signed by</td>
<td></td>
</tr>
<tr>
<td>iv)</td>
<td>Last Three Years Annual Report (Governing Body)</td>
<td></td>
</tr>
<tr>
<td>v)</td>
<td>List of Governing body (Name, Address, Experience, Designation)</td>
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<tr>
<td>vi)</td>
<td>PAN &amp; TAN particulars</td>
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<tr>
<td>vii)</td>
<td>Latest Renewal Documents</td>
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<tr>
<td>viii)</td>
<td>Declaration that the concerned NGO till now Black listed by any other organization / Agency / Govt. Departments etc.</td>
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<tr>
<td>ix)</td>
<td>Certificate that the NGO &amp; it’s members are not associated with any political party.</td>
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<tr>
<td>x)</td>
<td>CD / Booklet / Certificate etc. to prove the organizational credibility.</td>
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